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DRAFT
1 April 1959

PROPOSED OUTLINE FOR GRA MONTHLY REPORT

TO: Assistant Director for Research and Reports
FROM: Chief, Geographic Research Area
SUBJECT: Activity Report for the Month of _____ 195__

A. Major Research and Technical Support Activity

(Includes significant research project completions; special cartographic services; significant new map completions; non-routine map procurement).

B. Planning and Development

(Includes plans and ideas bearing on future programs and activities; outside developments which suggest future project actions; pertinent administrative and policy developments.)

C. Significant Outside Contacts and Activities

(Includes contacts which have resulted in some significant achievement; participation in established inter-agency committees; special briefings, debriefings, speeches; ad hoc meetings of special interest.)

D. Problems

(Includes both developing and unresolved problems which have their source outside the Office.)

E. Miscellaneous

(Includes special employee activities of importance; commendations and criticisms received.)